

1. Thank you Email

From: rushikramani4415@gmail.com

To: rohitsharma234@gmail.com

Subject: Thank you for approving my leave

Dear Ms. Sharm

A very good morning, I trust you're doing fine.

I'm about reaching out you about to approving my leave application, Heartly thank you for approving my leave, because this leave is very important for me, I will ensure you that my all work are up to date before my leave, I will available for any urgent matters if needed. Before I go, please let me know if there is anything specific you would like me to take care of.

Thanks again for your kindness and consideration.

Best regards,

Rushik Ramani

2. Letter of Apology

From: rushikramani4415@gmail.com

To: harshpatel123@gmail.com

Subject: Apology for my misunderstanding

Good morning, Mr. Patel

I hope this email finds you well.

I wanted to sincerely apologize for the misunderstanding regarding your order of yesterday's work, I thought you told me to submit the work the next morning. That's why I was late for work. I appreciate your patience and understanding, and I will take care not to make such a mistake again so that you don't have any problems. Please let me know if there is anything else I can do to clarify or resolve the situation.

Thank you for your time and support.

Best regards,

Rushik Ramani

3. Reminder Email

From: rushikramani4415@gmail.com

To: ketumam123@gmail.com

Subject: Gentle Reminder: Salary Increase Discussion

Hello Ms. Ketu

I hope you had a great start to the week.

I wanted to follow up on our previous discussion regarding my salary review. I would be grateful if there was an opportunity to resume this conversation at a time convenient for you. Please let me know if there is any update or if we can set up a time to discuss this further. I really appreciate your support and guidance.

I look forward to hearing from you soon.

Your Sincerely,

Rushik Ramani

4. E mail of Inquiry for Requesting Information

From: rushikramani4415@gmail.com

To: ketumam123@gmail.com

Subject: Inquiry Regarding International Transfer

Dear Ms. Ketu

A very good morning, I hope you are doing well

I am contacting you to inquire about the process and requirements for an international transfer opportunity within the company. I would appreciate any information regarding the eligibility criteria, required documents, and steps I need to take to begin the process. Please let me know if we can schedule a time to discuss this further, or if there are specific guidelines I can review. I appreciate your time and guidance in this matter.

Please advise, as necessary.

Have a pleasant day ahead.

Rushik Ramani

5. Asking for a Raise in Salary

From: rushikramani4415@gmail.com

To: ketumam123@gmail.com

Subject: Request for Salary Review Discussion

Dear Ms. Ketu

I hope you are doing well.

I would like to discuss a potential salary review. Over the past 2 year, I have been committed to delivering high-quality work and contributing to the success of the team. I believe that my efforts have added value to our team and company. I would appreciate the opportunity to discuss a salary adjustment that reflects my contributions and dedication. Please let me know a convenient time to meet and discuss this further.

I look forward to hearing from you soon.

Best,

Rushik Ramani